

# Paraprofessional - Kindergarten - James Gettys

## Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

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**Range:** V

**Supervisor:** Kindergarten Teacher

**Work Schedule:** 7 Hours Per Day/35 Hours Per Week/9 Months Per Year

### Basic Job Function:

Work cooperatively with the Kindergarten Teacher and have mutual respect for the role each plays in guiding learning.

### Education and Experience:

High school diploma or GED required

Post-secondary courses beneficial

Related experiences

Knowledge of basic work area operations and procedures

*This position holder must abide by the District Policies and Administrative Guidelines and be able to use the Essential Skills to perform the Typical Duties listed on this Job Description. It is the responsibility of every employee to inform his/her supervisor regarding need for reasonable accommodation.*

### TYPICAL DUTIES

Maintain physical appearance of the classroom

Prepare instructional materials

Help children learn proper use and care of equipment

Aide children in sharing and choosing constructive activities

Help build good interpersonal relationships with individuals etc.

Lead children toward development of healthful bathroom habits

Assist those who need special help in learning to use crayons, paste, scissors, paints and to print name

Be a model of tolerance, patience and understanding for children to emulate

Display children's artwork and help children put names on papers if they cannot do so

Assist with activities to use with small groups

Take children to health room for illnesses or injury

Catalogue and file papers

Prepare and serve snacks

Collect snack money and send out overdue notices

Be familiar with, accept training in, and assist the teacher to implement the PEP program

Keep tables, chalkboard and refrigerator clean

Assist during writing workshop and Math Your Way

Stuff mailboxes and folders

Separate weekly readers and put names and date book order slips

Laminate and cut out shapes

Assist with classroom management

Work with students one to one or in a small group on skills such as recognizing colors, shapes, counting, recognizing and writing numerals, alphabet and gross motor skills

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Assist teacher in testing above skills  
Strive to continually improve skills using appropriate methods  
Perform other duties as assigned by Supervisor

### ESSENTIAL SKILLS

#### **Physical Demands - Employee must be able to:**

Stand for extended periods of time  
Walk for extended periods of time  
Frequently bend, stoop, twist, reach, grasp, push, pull, climb, squat, kneel, etc.  
Perform moderate lifting - up to 50 pounds  
Have the manual dexterity to prepare documents and use office equipment  
Climb/descend full flights of stairs

#### **Sensory Abilities - Employee must have the ability to use:**

Visual acuity to read  
Visual, verbal, and hearing acuity to interact with others  
Interpersonal skills to communicate effectively with others  
Appropriate language  
Proper manners

#### **Work Environment - Employee must be able to:**

Function effectively in a variety of conditions  
Primarily work indoors  
Maintain a safe and sanitary environment

#### **Temperament - Employee must be able to perform:**

Effectively in a collaborate team environment  
Cooperatively, congenially and be service-oriented  
In an environment with frequent interruptions  
Under various pressures  
Effectively with people of various ages  
Patiently, maturely, and be caring with others

#### **Cognitive Ability - Employee must have the ability to:**

Follow written and verbal directions  
Complete assigned tasks with minimal supervision  
Perform independently within the limits of assigned responsibility  
Independently make work-related decisions  
Operate the classroom in the absence of other authority  
Organize and manage your work area  
Handle stressful situations with others  
Give instructions to others  
Be self motivated  
Manage and prioritize multiple tasks effectively  
Assess how others can benefit from your help  
Use correct grammar, sentence structure and spelling

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Use written communication effectively  
Perform mathematical computations  
Be flexible in dealing with others

### Specific Skills - Employee must have the ability to:

Learn and use new technology effectively  
Implement changes  
Appropriately handle confidential information  
Create and understand accounting entries  
Utilize knowledge of various equipment  
Handle routine and emergency situations effectively  
Be flexible  
Know basic first aid  
Basic cooking skills

### License:

None required

### Comments:

Must have a friendly, helpful personality and be able to perform in a fast-paced work environment with many disruptions, and do so with a high degree of accuracy.  
Must be friendly, helpful, and patient while working with children to make the classroom a positive learning experience. Also must have the ability to interact effectively with parents.

### Evaluation:

The employee will be evaluated annually according to Board Policy #512.

### ACKNOWLEDGMENT:

#### Employee:

The signature below indicates that I have read, understand, and can use the Essential Skills to perform the Typical Duties and complete the assignments that appear on this Job Description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor/Administrator: \_\_\_\_\_

*The Gettysburg Area School District is an Equal Opportunity Employer.*

Approved copy to:

Employee Handbook  
Supervisor/Administrator  
Personnel File  
Business Office